

APPLICATIONS FOR A LAWFUL DEVELOPMENT CERTIFICATE FOR AN EXISTING USE OR OPERATION VALIDATION CHECKLIST February 2016

Applications should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically, one copy of the form and each of the drawings, plans and documents will be required.

If the application is submitted in paper format, 2copies (1 original and 1 copy) will be required.

A CD/DVD containing the same information will enable the application to be validated more quickly. The maximum file size acceptable is 2 MB (exceptionally 5 MB is acceptable for long reports)

National List of Requirements

Information Item	Notes
1. Completed application form	NA
2. A location plan and a site plan are required. The site should be edged red; other land in the applicant's ownership should be edged blue.	It is important that the precise area of land or building for which a Certificate of Lawfulness is sought is clearly defined on the plan(s) accompanying the application.
3. Such evidence to verify the information included in the application as can be provided.	Detailed documentation is required to help confirm that the use or operational development is sufficiently long established to be lawful.
4. The appropriate fee	NA

Local List Requirements

The information required may include any of the following. You are advised to discuss what information will be required with planning officers before submitting an application. Where the local planning authority considers that information is required and it is not provided the application will be treated as invalid.

Information Item	Policy Driver	Types of Application	When or what information is required.
Plans and drawings including: Existing floor and roof plans (e.g. at a scale of 1:50, 1:100 or 1:200)	CLG circular - Guidance on information requirements and validation. London Plan - Place Shaping policies. Local Plan policies CS10, CS12.	Lawful development certificate.	Drawings (at a scale of 1:50 or 1:100) are required to clearly define the precise area of land, building or operations for which the Certificate of Lawfulness is sought.
Supporting information.	CLG circular - Guidance on information requirements and validation.	Lawful development certificate	Precise details are required of what use, operations or failure to comply with conditions the application relates to. The onus is upon the applicant to provide the information necessary to support the application. E.g. statutory declarations and/or sworn affidavits from people with personal knowledge of the use or premises. This is needed to confirm the longevity of the use or when the operational development was completed.
Photographs/Verified rendered montages	LVMF Local Plan policy CS10.	Lawful development certificate.	Should be provided where necessary to support the application.
Planning Statement / Supporting Information	NPPF	Lawful development certificate.	Provision of a planning statement is optional.